



Lago Vista Property Owners Association
A Family Friendly Lakeside Association

Dear Property Owner:

Tenants must be registered in our database prior to gaining access into LVPOA facilities. The following information is required:

The signed Assignment of Rights to Tenants form (see attached).

A copy of the **Lease Agreement** reflecting the tenant's name(s), property address, and lease term dates. Please include the lease agreement's signature page as well.

- **Note: The lease term must be a minimum of six months.**
- In the event of a long-term lease renewal where the tenant is now on a month-to-month basis, please indicate such on the document.

Once we have received this information from you, please advise your tenant to visit or call our office so we can assist them with their access cards and vehicle identification hangtags.

Access cards: A card is required to gain access to Parks and some Facilities such as the Fitness Center, Pool and Fishing Well. ***Please make your tenant aware that there are fees for additional access cards as well as for the use of the Fitness Center, Pool and Fishing Well.

- Tenants are required to obtain access cards in their name. Any cards given to them by you, the property owner, will be de-activated.

Vehicle Identification Hangtag: Vehicle identification is required by everyone who enters LVPOA Parks and Facilities. Please ask your tenants to provide the following:

- Proof that the vehicle is owned by the tenant. This can be in the form of their vehicle registration or a copy of their liability insurance card.
- The make, model, year, color and license plate number of each vehicle for which they wish to obtain a hangtag.

Please feel free to contact our office with any questions or concerns you may have regarding these requirements.

Sincerely,


Angie Mendez, Manager of Member and Business Services
Lago Vista Property Owners' Association, Inc.